



## Interoffice Memorandum

August 18, 2018

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: David Ingram, Acting General Manager, Event Operations Division,  
Convention Center  
407-685-5547

SUBJECT: Approval of Purchase Order C17648A, Multi-Purpose Banquet Chairs for the  
Orange County Convention Center (Additional Quantities)

### ACTION REQUESTED:

Approval of Purchase Order C17648A, Multi-Purpose Banquet Chairs for the Orange County Convention Center (Additional Quantities), to the sole responsive and responsible bidder, MTS Seating, Inc., in the amount of \$3,111,500.

### PROCUREMENT:

This purchase order is for the second order of 35,000 multi-purpose banquet style chairs for the Convention Center in support of a wholesale replacement. The initial order of 35,000 chairs has been delivered.

### FUNDING:

Funding is available in account 4430 035 0960 24 6412.

### APPROVALS:

The Event Operations Division concurs with this recommendation.

### REMARKS:

On February 6, 2018, the Board awarded Invitation for Bids Y17-648-TA, Multi-Purpose Banquet Chairs for the Orange County Convention Center, in the amount of \$3,111,500, for the initial purchase of 35,000 banquet chairs.

Additionally, the Board authorized the purchase an additional 35,000 chairs within a period of one year in the amount of \$3,111,500.

Approval of Purchase Order C17648A will complete the full inventory purchase.